

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 001/2012

OPEN TO: All interested candidates
POSITION: Property Clerk, FSN-06; FP-08

OPENING DATE: February 13, 2012
CLOSING DATE: February 27, 2012

WORK HOURS: Full-time, 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy Office in Brazzaville is seeking an individual for the position of Property Clerk for the GSO Office.

BASIC FUNCTION OF POSITION

Under the direct supervision of the General Services Officer, incumbent will perform a variety of duties including: data entry, deliveries and disposal processing, inventory management and physical inventory reconciliation functions through ILMS Asset Management and Web Expendable. Incumbent will also serve as Backup for Warehousemen.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education:

Completion of secondary school.

2. Prior work experience:

Two years of experience in property management or related experience.

3. Language requirements

Level 3 English ability (good Working knowledge). Level 3/3 French ability. Knowledge of other local languages is beneficial.

4. Knowledge

Must have a good knowledge of the Department of State property management regulations. Must be familiar with ILMS, scanner software, and related technical skills.

5. Skills and abilities

Computer skills: good working knowledge of Microsoft Office suite and especially Word and Excel. Must be tactful in dealing with American personnel relative to inventories of household furnishing and equipment and welcome kits.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Successful candidate must be able to obtain the required security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS 0174 in English and French) available at <http://brazzaville.usembassy.gov/job-opportunities.html> and at the Embassy Security Post;
2. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position, as listed above.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Boulevard Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2073 / 06-612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, or Foreign services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

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The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.